Montgomery County, Maryland
Department of Environmental Protection
Division of Solid Waste Services
Annual Recycling and Waste Reduction Report

On-Line Report Filer User Guide

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Executive Summary

Background

The Montgomery County Division of Solid Waste Services offers on-line Annual Recycling Report Filing to Businesses and Multi-Family Properties throughout Montgomery County. This report supports Executive Regulation 15-04AM, to increase recycling rates throughout the county. By making the report available online, the County will reduce paper use and mailing costs, increase the efficiency of staff, give businesses and multi-family properties a historical view of their reports, approve reports electronically, and communicate through automated email alerts.

Filer User Guide

Getting Started

Logging In

To access the system, click on the link below.

➡ http://www.montgomerycountymd.gov/content/dep/swsrecyc.asp

You will notice a section titled Annual Recycling Report for Businesses and Properties (*figure 1*).

Figure 1 - Login Screen

You have 4 options in the Sign In box:

1. **Sign In with an existing email address and password** (account has already been created)
2. **Send me my password** (in case you forgot it)
3. **Create an account** (for new filers only)
4. **Contact us for report assistance** (any other issue)

Sign In with an email address and password

If you have already been given an account in the past and remember your password, simply sign in by entering your email address and password and clicking the ➡ **Sign me in** button.

Send me my password

If you have already been given an account in the past and forgot your password, click the ➡ **Send me my password** link. This will take you to a screen where you can enter your email address to have your password sent.

Enter your email address and click the ➡ **Send me my password** button and an email will be sent to the email address you just entered.

**Please make sure this email address matches your account email.

Create an Account

This option is for filers who have not previously created an account. To request a new account, click the ➡ **Create an account** link. This will take you through a series of questions to help you determine your filing type and whether or not you need to file a recycling report.

The first screen allows you to select two options to file an annual recycling report: **A business, organization, or school in Montgomery County** OR **A multi-family residential property in Montgomery County**.

Select the option that applies to you.

 **Please note: Private residents (single-family homes) do not have to file Annual Recycling Reports unless doing so on behalf of an entire condominium association or business.

After answering a series of questions, you will be directed to a page where you will enter in information needed to create your filing account (*Figure 2*). Make sure that you enter all of the required information and click the ➡ **Submit your request** button to continue. The account request will be processed by the Division of Solid Waste Services within one day.

 **Please note: Fields marked with an asterisk (*) are required for submission.

You must file an Annual Recycling Report for this business/property

→ Log in to your existing Annual Recycling Report account

Create an Annual Recycling Report Account

We will process your account request within one business day.

How we will use your information

Fields marked * are required for submission.

About you

First name *   Last name *

Job Title

Email *

Phone *   Phone Extension Fax

Format: xxx-xxx-xxxx

About your workplace

Your business' name *

Street #   Street Name *   Street Type Direction
                                            --Select--   --Select--

For PO Boxes: enter PO Box information into the street name field

Suite

City *   State * Zip *
                  Maryland

Submit your request

How we will use your information

We will use the information you provide on this page to create an Annual Recycling Report account for you.

Your email address will become your account user ID. We will send your filing confirmations to this email address.

Figure 2 - Account Information Form

Contact us for report assistance

If the options above do not apply, or if you have questions and need assistance, click the ➡
Contact us for report assistance link located in the sign up section on the login screen (*figure*

1). This will take you to a screen to fill out a help form (*Figure 3*) with basic information about you and your comment or question. Enter in your information and click the **submit** button. All submissions will be replied to within one business day.

Get Report Help

For help by email
- Please submit this this form. We will reply within one business day.

For help by phone
- Multi-Family Recycling Program: 240-777-6446
- Non-Residential Recycling Program: 240-777-6486

Fields marked * are required for submission.

I am writing to you about this subject *

My question or comment is *

My contact information

First name   **Last name**

My email address *

Phone

example: xxx-xxx-xxxx

I am filing for a business/property name

at this address

example: 123 Main St

Submit

Figure 3 - Report Help Form

Account Tools Section

The Account Tools Section contains the links for you to edit your account information and change your password.

Edit your account information

To edit your account information click on the ➡ **Edit your account information**. This will take you to a screen where you can edit your account information.

Change your password

To change your password, click on the ➡ **Change your password**. This will take you to a screen where you can change your password.

Report Archive Section

The Report Archive Section contains links to any previous reports you have filed. Simply click on a View 2XXX Report link under the business/property you wish to view.

Annual Recycling Report Dashboard

After logging in, you will be taken to the Annual Recycling Report Dashboard (*Figure 4*). You will notice three sections: **Business /Property Report Groups**, **Account Tools** and **Report Archive**.
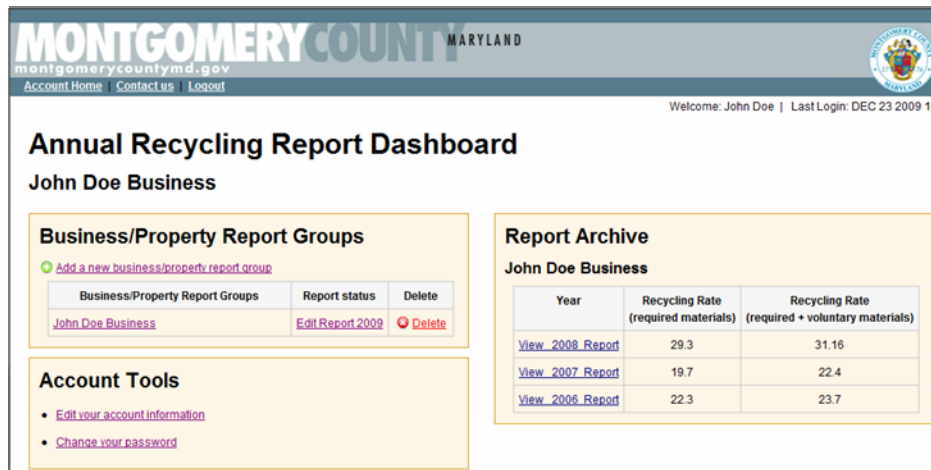
Figure 4 - Annual Recycling Report Dashboard

General Navigation

At the top of the screen you will notice four main links: **Account Home** | **Contact Us** | **User Guide (PDF)** | **Logout**. The **Account Home** link will always take you back to the Annual Recycling Report dashboard. The **Contact Us** link takes you to a page where you fill out a form to request report help. The **User Guide (PDF)** link takes you this User Guide for Filers. Finally, **Logout** ends your session and closes the dashboard. If filer wants to keep the information entered, be sure to click ➡ **Save** `Save` button at the bottom of each Tab before logout. All information filer entered will be saved.

Business/Property Report Groups Section

The Business/Property Report Groups Section is the starting point for filing your Annual Recycling Report for your business or multi-family property. You will notice that all your

business/property report group(s) are listed in this section, along with their corresponding status. For first time users, this will be empty.

Add a new business/property group

To file an annual recycling report for your business, commercial property or multi-family property, you must add a new business/property group. To do so, simply click on the link ➡ ⊕ Add a new business/property report group located above the table. This will take you through a series of screens to determine the type of report you will be filing.

Answer the series of questions and you will be directed to a form where you will be asked to fill out the business/property details (*figure 5*) for which the report is being filed.

 **Please note: To add multiple tenants for a specific business/property for a report, click the ➡ ⊕ Add a new business/property report group *link on this screen.*

Figure 5 - Entering Business Details

Enter the data in the form above and click ➡ **Save** Save to continue at the bottom of the page.

Want to save time?

If you have already entered the information for the filer, including filer contact and business information for this business, you can simply click the short cut links to populate the form:

➡ Copy Filer Contact Information
➡ Copy Physical Address
➡ Copy Filer Information

Deleting a business

On the Annual Recycling Report Dashboard, you will see a report status for each of the business/property groups you have set up. Simply click ➡ **delete** ⊗ Delete next to the business/property you want to remove from the Report Group. Once the group is deleted, filer can not retrieve the group information.

Business/Property Report Groups

⊕ Add a new business/property report group

Business/Property Report Groups	Report status	Delete
John Doe Business	Edit Report 2010	⊗ Delete

Selecting a business to file / edit

On the Annual Recycling Report Dashboard, you will see a report status for each of the business/property groups you have set up.

Business/Property Report Groups

⊕ Add a new business/property report group

Business/Property Report Groups	Report status	Delete
John Doe Business	Edit Report 2010	⊗ Delete

To start the filing process, click the link➡ Start 2010 Report for new reports **OR** ➡ Edit Report 2010 for a report already in progress under the report status for the business/property you wish to file. On the next screen, click the check box next to **"The business/property list on this page is correct to the best of my knowledge. I am ready to start my Report"**, and click the ➡ **Start Report** button to continue.

☐ **The business/property list on this page is correct to the best of my knowledge. I am ready to start my Report.**

Start Report | Cancel

Filing a Report

Selecting Required and Voluntary Recyclable Materials

After selecting the business/property for which you are filing, you will be taken to the required recyclable materials screen (*Figure 6*). These are the materials that must be recycled in Montgomery County per Montgomery County Executive Regulation 15-04AM.

**Required Recyclable Materials
collected by the businesses/properties in this Report**

Paper
☐ **Corrugated cardboard collected separately**
☐ **Mixed paper**
(includes corrugated cardboard, newspaper, white office paper, and all other paper collected together)
☐ **Newspaper collected separately**
☐ **Shredded paper collected separately**
☐ **White office paper collected separately**
Commingled Materials
☐ **Aluminum cans**
☐ **Commingled materials**
(includes aluminum cans, glass bottles and jars, plastic bottles and containers, and steel/tin cans collected together)
☐ **Glass bottles and jars collected separately**
☐ **Plastic bottles and containers collected separately**
☐ **Steel / tin cans collected separately**
Other materials
☐ **Christmas trees**
☐ **Scrap metal**
   (includes appliances)
☐ **Yard trim**

[Proceed]

Figure 6 - Required Recyclables Screen

Simply click on the ➡**Check box** ☐ next to the required recyclable materials you wish to file for in this report. Under **Paper**, if your business/property recycles all types of paper mixed together in one container, simply check "**Mixed paper**". If you recycle mixed paper and also collected white paper or cardboard separately, then click on "**Mixed paper**" and "**White office paper collected separately**" or "**Corrugated cardboard collected separately**" as well. After selecting the required recyclable materials that are recycled at your business/property, then click ➡ **Proceed** at the bottom of the list. This will take you to the voluntary recyclable materials selection screen. This screen is very similar to the screen above, with one exception…at the top of the screen is the option to report a new voluntary material that your business/property is recycling which is not listed. Simply click ➡ <u>Please contact us</u> link on the screen. This will take

you to a screen to fill out a help form (figure 3). When finished selecting the voluntary recyclables for which you are filing, click ➡ **Proceed** to return to the main report screen (figure 7).

Voluntary Recyclable Materials collected by the businesses/properties in this Report

Is your voluntary recyclable material missing from our list?
Please contact us for help in reporting a voluntary material you recycled that is missing from this list.

Main Report Screen

You will now be directed to the main report screen (Figure 7) where you will enter in the information pertaining to the collection of the required and voluntary recyclable materials that you previously selected.

| Recycling | Trash | Waste Reduction | Education | Report Details | Preview | Submit |

Mixed paper Amount collected in 2010

Edit Required Recyclable Materials List

Edit Voluntary Recyclable Materials List

Required Recyclable Materials

Mixed paper

Add a Container Type

Fields marked * *are required if applicable.*

Central Collection container type *
----Select One----

Number of Containers of this type *

Number of pickups per --Select One-- *

Quantity collected in 2010
--Select One--

Add

Figure 7 - Main Report Screen

You will notice that at the top are tabs for each of the sections of the report (Recycling, Trash, Waste Reduction, Education, and Report Details) you must fill out to complete the report. Once a tab is completed, you will see a green check mark ✔ next to the name on the tab.

If you made an error and need to edit the list of Required Recyclable Materials or Voluntary Recyclable Materials, click ➡ **Edit List** Edit Required Recyclable Materials List or Edit Voluntary Recyclable Materials List on the left of the screen. This will take you back to the material selection screens discussed in the previous section.

** Please Note: If you unselect a material that was previously on your list, you will lose all of the data that you had entered for that material, even if you saved the information.

Entering Recycling Data

The Recycling tab on the main report screen contains all of the information needed for the required and voluntary recyclable materials selected in the previous section (*Figure 7 above*). To complete this section, you will need to enter the requested information for ALL of the materials you have selected. Below is an example of adding data for Mixed Paper (*Figure 8*).

Figure 8 - Entering Data for a Recycled Material

Be sure to fill out the data form, noting the required fields (marked with *****), and click ➡ **Add** ⊕ Add at the bottom of the screen (see Figure 7). This will update the screen and display a form for entering the Hauler/Collector data for this material type. Click ➡ • We use a commercial hauler/collector link or ➡ • We self-haul/backhaul/mail in link (see Figure 8). Enter the name of the Hauler/Collector in the text box and click ➡ **Save** 💾 Save . If your Hauler/Collector is not in our database, click ➡ **Add new hauler/collector** ⊕ Add new hauler/collector . You will be asked to enter in additional information pertaining to that hauler/collector.

**Please note: If you have multiple central collection containers of different sizes collected by the collector/hauler for the same material, you will need to add more containers. To do so, click the Add a Container link. ⊕ Add a Container *(see below).*

Type	Number of Containers	Pickup Frequency	Quantity	Action
30-cubic yard roll-off	2	2 per week	100 pounds	⊗ Delete

⊕ Add a Container

Who transports your Mixed paper?

- We use a commercial hauler/collector
- We self-haul/backhaul/mail in

**If you selected any voluntarily recyclable materials, you will need to fill out the information for those as well, just as you did for any required recyclable materials.

**Please remember to hit the Save button at the bottom of the screens or the data you entered for each section will not be saved and you will not see the check mark next to the tab.

Entering Trash Data

When finished entering information on all materials recycled for your business/property, you will see a check mark on the Recycling Tab. Next, click the ➡ **Trash Tab**. This will take you to a screen (*Figure 9*) similar to the recycling section where you can enter the data pertaining to the trash collection from your business/property. Like the steps taken above, you will need to enter in the container and collector/hauler information.

Figure 9 - Entering Data for Trash

Entering Waste Reduction Information

After completing the trash section, click the ➡ **Waste Reduction Tab**. This will take you to a screen (*Figure 10*) where you can enter the information pertaining to the waste reduction program at your business/property. This screen also has an option to upload a document, which allows you to select a file from your computer to include with the waste reduction data.

Figure 10 - Entering Information for Waste Reduction

Entering Education Information

After finishing the Waste Reduction section, click the➡ **Education Tab**. This will take you to a screen (*Figure 11*) where you enter the information for the education efforts taken by your business/property to educate employees, customers, and/or tenants about your recycling program.

Figure 11 - Entering Data for Education

Entering Report Details Information

After finishing the Education section, click the ➡ **Report Details Tab**. This will take you to a screen (*Figure 12*) where you will need to enter data pertaining to the business/property for which the report is being filed.

Figure 12 - Entering Data for Report Details

Report Preview Page

After entering the information in the Report Details section, click the ➡ **Preview Tab**. This will take you to a screen (*Figure 13*) that contains all of the data entered from the previous sections (Recycling, Trash, Waste Reduction, Education, Report Details). Please note that the recycling rate will not be calculated at this time. After your report is field verified by Division of Solid Waste Services staff, your report will be approved and you will see the verified recycling rate on the report form.

Figure 13 - Report Preview Screen

If any of the data displayed in the preview screen is incorrect, click the edit icon 📝 edit next to the section you wish to change. You can also click any of the tabs at the top. Remember to save any changes made by clicking Save at the bottom of each screen.

Submit Annual Recycling and Waste Reduction Report

One you are satisfied with your report, click the ➡ **Submit Tab**.

If your report is missing required information, this screen will display links back to the relevant data entry sections. Please enter and save the requested information, and then return to the Submit Tab.

When all of the required information is provided, this screen will display an electronic signature section to allow you to submit your report to the Division of Solid Waste Services (*Figure 14*). Make sure that you select all of the check boxes on the page, enter the **Name of Responsible Corporate Officer** and the **Title of Corporate Officer** and then click ➡ **Sign and Submit Report**.

Figure 14 - Sign and Submit Report

The next screen confirms that the report was submitted successfully, along with a link for printing a hard copy of your report for your records.

Thank you for filing your Annual Recycling Report on-line to reduce paper and printing costs for your business/property and Montgomery County.

If you have any questions or comments regarding the on-line report please call:

- o   240-777-6486 for businesses and commercial properties

- o   240-777-6446 for multi-family properties